

Appendix A

Inventory Removals Submodule Quick Reference Guide to Removing Units from Inventory


Revised 12/01/2008

Appendix A

Quick Reference Guide (HA Submission)

1. Log on to WASS & open PIC.	<div><div>Logon to PIC</div></div>
2. Access the Inventory Removals Submodule .	<div><div><div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> 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<div><div></div><div></div><div></div></div> <div><div></div><div></div></div>

After SAC Approval and Completion of the Action:

7. Go to the Remove from Inventory tab in the Inventory Removals Submodule .									
8. Select the appropriate development.	<table border="1"> <thead> <tr> <th colspan="2">Records 1 to 2 of 2</th></tr> <tr> <th>Development Number</th><th>Development Name</th></tr> </thead> <tbody> <tr> <td>GA006004</td><td>GRADY HOMES</td></tr> <tr> <td>GA006021</td><td>GILBERT GARDENS</td></tr> </tbody> </table>	Records 1 to 2 of 2		Development Number	Development Name	GA006004	GRADY HOMES	GA006021	GILBERT GARDENS
Records 1 to 2 of 2									
Development Number	Development Name								
GA006004	GRADY HOMES								
GA006021	GILBERT GARDENS								

<p>9. Add a transaction to propose the removal of buildings/units from inventory.</p>	<div><div>Add Transaction</div><table><tr><th colspan="5">Residential (Bedroom(s))</th><th>Total Resi.</th><th>Total Non Resi. Acres</th><th>Delete Trans.?</th></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4+</td><td></td><td></td><td></td></tr></table></div>	Residential (Bedroom(s))					Total Resi.	Total Non Resi. Acres	Delete Trans.?	0	1	2	3	4+			
Residential (Bedroom(s))					Total Resi.	Total Non Resi. Acres	Delete Trans.?										
0	1	2	3	4+													
<p>10. Select the application number from the drop-down menu. Enter the date that buildings or units were demolished, sold, or otherwise removed from the public housing inventory in the “Action/Closing Date” box.</p>	<div>Application Number: IBSIL00215</div> <div>Action/Closing Date: <div></div> MM/DD/YYYY</div> <div>Remove Residential Inventory By Building</div>																
<p>11. Select the buildings/units to include with the transaction from the Available list of those approved in the application, and move them to the Proposed box. Hit the Save button.</p> <p><i>Note: The system enables you to save multiple buildings/units that were removed from inventory <u>on the same date</u> to a transaction. You do not have to select the buildings/units individually, unless they have different dates of removal.</i></p>	<div>Remove Residential Inventory By Building</div> <div><div>Complete Buildings Available :</div><div></div><div>Proposed Buildings :</div><div></div><div>></div><div><</div></div> <div>Save</div>																
<p>12. Click the Submission subtab.</p>	<div><div>Remove from Inventory</div><div>Reports</div></div> <div><div>Idg/Units</div><div>Unit Transaction</div><div>Submission</div><div>Review</div></div>																
<p>13. Submit the transaction for review at the PHA.</p> <p><i>After submitting the transaction, you cannot edit it unless it gets rejected by the HA Executive Director or the field office.</i></p>	<table><tr><th>Total Non Resi. Acres</th><th>Submit Tran.?</th></tr><tr><td>3.26369884329811E-319</td><td></td></tr><tr><td>3.26369884329811E-319</td><td><input type="checkbox"/></td></tr><tr><td colspan="2"><div>CancelSubmit</div></td></tr></table>	Total Non Resi. Acres	Submit Tran.?	3.26369884329811E-319		3.26369884329811E-319	<input type="checkbox"/>	<div>CancelSubmit</div>									
Total Non Resi. Acres	Submit Tran.?																
3.26369884329811E-319																	
3.26369884329811E-319	<input type="checkbox"/>																
<div>CancelSubmit</div>																	

Appendix A

Quick Reference Guide (HA Review)

After SAC Approval and Completion of the Action:



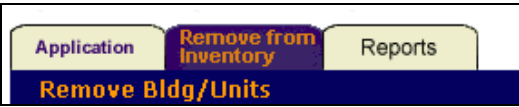


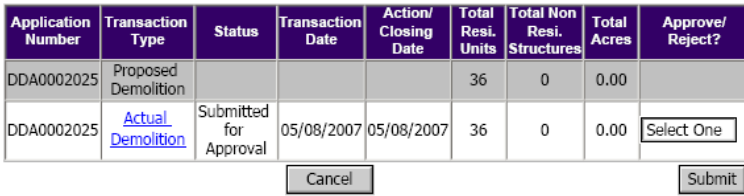

1. Log on to WASS & open PIC.	<div>Lagon to PIC</div>																											
2. Access the Inventory Removals Submodule .	<div><div>pic</div><div><div>PIC Maintenance</div><div>User Profile</div><div>Reference</div><div>Security Administration</div></div><div><div>PIH Information</div><div>SEMAP</div><div>Risk Assessment</div><div>KDHAP</div><div>DVP</div></div><div><div>Housing Inventory</div><div>Housing Authority</div><div>Development</div><div>Inventory Removals</div></div></div>																											
3. Click the Remove from Inventory tab.	<div><div>Application</div><div>Remove from Inventory</div><div>Reports</div><div>Remove Bldg/Units</div></div>																											
4. Select a development.	<div><div>Records 1 to 2 of 2</div><table><tr><th>Development Number</th><th>Development Name</th></tr><tr><td>GA006004</td><td>GRADY HOMES</td></tr><tr><td>GA006021</td><td>GILBERT GARDENS</td></tr></table></div>	Development Number	Development Name	GA006004	GRADY HOMES	GA006021	GILBERT GARDENS																					
Development Number	Development Name																											
GA006004	GRADY HOMES																											
GA006021	GILBERT GARDENS																											
5. Click the Review subtab.	<div><div>Remove from Inventory</div><div>Reports</div><div>ldg/Units</div><div>Unit Transaction</div><div>Submission</div><div>Review</div></div>																											
6. Select a transaction to review.	<table><tr><th>Application Number</th><th>Transaction Type</th><th>Status</th><th>Transaction Date</th><th>Action/Closing Date</th><th>Total Resi. Units</th><th>Total Non Resi. Structures</th><th>Total Acres</th><th>Approve/Reject?</th></tr><tr><td>DDA0002596</td><td>Proposed HOPE VI Revitalization</td><td></td><td></td><td></td><td>349</td><td>0</td><td>0.00</td><td></td></tr><tr><td>DDA0002596</td><td>Actual HOPE VI Revitalization</td><td>Submitted for Review</td><td>06/16/2008</td><td>09/21/2007</td><td>347</td><td>0</td><td>0.00</td><td><div>Select One</div></td></tr></table> <div><div>Cancel</div><div>Submit</div></div>	Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?	DDA0002596	Proposed HOPE VI Revitalization				349	0	0.00		DDA0002596	Actual HOPE VI Revitalization	Submitted for Review	06/16/2008	09/21/2007	347	0	0.00	<div>Select One</div>
Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?																				
DDA0002596	Proposed HOPE VI Revitalization				349	0	0.00																					
DDA0002596	Actual HOPE VI Revitalization	Submitted for Review	06/16/2008	09/21/2007	347	0	0.00	<div>Select One</div>																				
7. Approve/Reject the transaction(s) for submission to the field office. After you approve the transaction for field office submission, you cannot edit it. If you reject the transaction, the HA	<div><div>Select One</div><div>Select One</div><div>Approve</div><div>Reject</div></div>																											

<i>regains the ability to edit the submission.</i>	
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Appendix A

Quick Reference Guide (Field Office Review/Approval)

After SAC Approval and Completion of the Action:

1. Log on to WASS & open PIC.	
2. Access the Inventory Removals Submodule .	
3. Click the Remove from Inventory tab.	
4. Select a development.	
5. Click the Approval subtab.	
6. Select a transaction submitted for approval..	
7. Review the proposed transaction(s) and decided whether to approve or reject. <i>If you approve the transaction, the building/units included are given Removed from Inventory status in PIC..</i> <i>If you reject the transaction, the HA</i>	

<i>regains the ability to edit the submission.</i>	
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